

PERSONNEL BOARD
Town Hall – Conference Room A
Monday, September 16, 2013 @ 7:30 PM

Present were D. Kearns, T. Delaney, J. King, E. Richter, S. Crown and L. Sanders - Town Administrator

Topic	Discussion	Action
Meeting Minutes (8/1/13)	J. King proposed the following revision to the minutes- from town counsel due to the request by the Health Agent to include a vote to accept the Health Agents legal opinion that was put in with the hire. The Personnel Board felt the legal issue raised was inconsistent with Town policy. The town counsel found that the Personnel Bosrd was correct in its action.	D. Kearns moved to accept the 8/1/13 meeting minutes with the noted revision, seconded by T. Delaney, Vote: 5-0.
Article 12 - Vacation (Accrual)	L. Sanders asked for an interpretation regarding accrual of vacation time for the first 12 months. Does an employee accrue time during the first 12 months in which they are eligible to take upon the completion of 12 months or does an employee start accruing at the completion of 12 months. The Personnel Board asked how the Treasurer's Office and the Department of Public Works accrues time and both start accruing during the first 12 months of employment. This may not be consistent with all departments. The Personnel Board all agreed that employees should be accruing during the first 12 months and will update the policy accordingly. It was also discussed that should an employee leave during the first 12 months that they would be eligible to receive vacation time accrued.	Personnel Board to modify policy. L. Sanders to communicate interpretation and determine if any new employees need an adjustment to their vacation banks.
Parking Clerk Adjustment Request	L. Sanders presented a request to adjust the parking clerk from \$16.62 per hour to \$ 18.70. This adjustment will bring the Parking Clerk in alignment with the other comparable clerk positions on Schedule B. D. Kearns moved to adjust the Parking Clerk to \$18.70 effective September 16, 2013 and to change the classification of this position from Schedule E to Schedule B. Seconded by J. King, Vote: 5-0.	L. Sanders to move recommendation forward.

Civilian Dispatch Job Descriptions	T. McCarthy requested the approval to hire 3 civilian dispatchers, each at 40 hours per week, that were approved at the recent Fall Town Meeting - A total budget of \$96,000 was approved. T. McCarthy reviewed the civilian dispatcher job description. The requested hourly rate was \$15. D. Kearns moved to approve \$15 per hour for the civilian dispatchers and assign to Schedule A under Number V – Police. Seconded by T. Delaney: Vote 5-0.	The Personnel Board approved the request. L. Sanders will update Classification and Compensation Schedules.
Performance Evaluations	L. Sanders review revisions that she would like to make to the performance evaluation form. These revisions are based upon feedback received by users of the form and will enhance clarification. It was decided to separate the goals from the job responsibility section on the first page. A separate goal section will be created after the job responsibility section. It was recommended to change the evaluation ratings and definitions. Change exceptional to exemplary and change satisfactory to proficient. The Personnel Board all agreed and thought these definitions were better descriptors of performance.	L. Sanders to make revisions to the form.
Financial Technical Assistant Job Description Modifications	This topic was deferred.	Topic deferred.
Other Business	L. Sanders introduced Ellen Lidington as a technical writing willing to volunteer to work with her and the Personnel Board on updating the Personnel Regulations. The Board welcomed her and all expressed appreciation for your assistance and expertise.	E. Lidington will review the minutes to the previous Personnel Board meetings to obtain proposed revisions to date.

Next Meetings: Monday, 9/30/13, 7:30 pm, Conference Room A in Town Hall
Monday, 10/21/13, 7:30 pm, Conference Room A in Town Hall

Adjourned at 9:00 pm